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USE OF TELEPHONES

General Information -- When away from your telephone, arrange to have someone answer it. Be certain about the extension number you wish to call. Please do not call "information" until you have checked the number in the directory. Be brief on all calls.

Local Calls -- To make a local call from one extension to another within the building ask the operator for the extension desired.

<u>Chicago Calls</u> -- Ask the operator for an outside line, listen for the dial tone, then dial the first two letters of the exchange and the accompanying numbers. When requesting outside parties to call you, always give them your local extension number in addition to Whitehall 4-3800 in order that their calls may be completed without delay.

<u>Urbana Campus Calls</u> -- All calls to Urbana must be placed through the Navy <u>Pier switchboard</u>. The University number in Urbana is 7-6611; be certain that the extension number you are calling is the correct one.

Chicago Professional College Campus Calls -- Ask the operator for the Chicago Professional Colleges, listen for the local dial tone, then dial the extension number desired. To contact the operator at the Chicago Professional Colleges, dial "O" after listening for the dial tone. These are the lines to the intercommunicating telephone system at the Chicago Professional Colleges.

Toll Calls -- Charges are made for all calls to telephones listed in the Suburban Directory and for all long distance calls. No Toll Calls, Telegrams, or Long Distance Calls are to be placed except through the University switchboard. For such calls, give the University operator your name and extension number and tell her whether the call is "business" or "personal," so as to facilitate the billing charges.

IN CASE OF FIRE

Call the telephone operator and tell her the location of the fire and the room or frame number. In case of fire between 6 p.m. and 8 a.m., call WHitehall 4-3800.

TO CALL THE POLICE

Ask the operator for Extension 210 and give the necessary information, including your name, the nature of the trouble and the room number where help is wanted. Between 6 p.m. and 8 a.m., call WHitehall 4-3800.

LOST AND FOUND

The care and safekeeping of articles lost and found in classrooms or on the Pier is centralized at Police Headquarters, west of the North Head House, Extension 210. Persons who have lost articles may make inquiries at Police Headquarters from 8 a.m. to 4 p.m. Monday through Friday.

THE UNIVERSITY OF ILLINOIS IS NOT RESPONSIBLE FOR ANY ARTICLE, LOST OR FOUND, AND WILL NOT BE RESPONSIBLE FOR ANY SUCH ARTICLE WHILE IN THE POSSESSION OF THE LOST AND FOUND DEPARTMENT.

REPAIR SERVICE

Call the Routing Office, Extension 270 or 272 between 7:50 a.m. and 4:20 p.m.; from 4:20 p.m. to 6 p.m., call the Watchmen's Station, Extension 210; and from 6 p.m. to 8 a.m., call WHitehall 4-3800.

SMOKING REGULATIONS

- 1. Smoking is permitted in the following areas on the Pier:
 - a. Corridors except where posted with NO SMOKING signs.
 - b. The following areas at the east end of the Pier:

Kitchen, Lounge, Cafeteria, Faculty Dining Room, and Student Counseling Bureau.

- c. All staff offices.
- d. Student locker areas.
- e. Lobby at west end of the Pier.
- f. Rest rooms.
- All other areas are out of bounds for smoking and are posted with "No Smoking" signs.
- 3. Anyone failing to abide by the above regulations will be reported to the University authorities.
- 4. The University police have been instructed to report any and all violators to the Dean of the Chicago Undergraduate Division.
- 5. BEFORE LIGHTING UP -- LOOK FOR NO SMOKING SIGNS.

ABBREVIATIONS

UIC -- University of Illinois, Chicago Undergraduate Division.

DMP -- Dentistry, Medicine, and Pharmacy Building, 1853 West Polk Street.

EDMP -- East Dentistry, Medicine, and Pharmacy Building, 1853 West Polk Street.

Persons whose names are marked with an asterisk (*) are married.

Please notify Publications Office, Rm. 35, of all corrections and additions.

TELEPHONE NIGHT LINES

Whiteha	<u>all</u>	Extension
4-3800	Police	202
4-3801	Police	20 3
4-3802	Non-Academic Personnel	10
4-3803	Admissions and Records	214
4-3804	Men's Gymnasium	163
4-3805	Police, Frame 94	266
4-3806	Vice President N. A. Parker	7
4-3807	Dean C. C. Caveny	1
4-3808	Library	59
4-3809	Student Counseling Service	107
4-3810	Publications	27
4-3811	Cafeteria (W)	23
4-3812	Pier Illini	207
4-3813	Engineering	75
4-3814	Bookstore	248
4-3815	Physics	2 52
4-3816	Mathematics	69
4-3817	Boiler Room	179
4-3818	Humanities	223
4-3823	Admissions and Records	158
4-3827	Cashier	213
4-3934	Engineering Shop Lab	70
4-3967	General Engineering	256

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	Room	Ext.
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Executive Dean of the Chicago Undergraduate Division	356	
	356	1, 2
Associate Dean	356 356	5 2, 7
Accountancy Staff Office	32	224
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Associate Dean Harold E. Temmer	15	158
Secretary Miss Dorothy F. Dobrynski	15	158
Assistant Dean Miss Kirker Smith	15	215
Admissions (A - L) Miss Ruth S. Germain	15	215
Admissions (M-Z) Mrs. Delores D. Samuels	15	215
Records	15	215
ScholarshipsMrs. Lenore Shapiro Veterans BenefitsMrs. Lenore Shapiro	15 15	212 212
Architecture and Art:	15	212
Head of the Department Harold B. McEldowney	188	78, 79
Office	188	78, 79
Architecture Staff Office	186	78, 79
Art Staff Office	90	246
Armed Forces R. O. T. C. Army:		
Officer in Charge Lt. Col. Daniel L. Crumpacker	189 ~	268
Office	189	268
Athletic Department:	101 D	160
Director John O. Jones Gym Clerk Casimir J. Oleskiewicz Gym	101-B 101	162 160
Coaches:	101	100
BaseballLester H. Miller, Jr. Gym	101	160
Assistant CoachesMichael G. Maksud Gym	103	163
	103	163
BasketballMichael G. Maksud Gym	103	163
Assistant CoachMarvin G. Graunke Gym	103	163
Football Walter G. Versen Gym	103	163
Assistant Coaches	103	163
George J. Strnad Gym	103	163
Golf	103 103	163 163
GymnasticsBenedict W. Montcalm Gym SoccerRobert E. Retel Gym	103	163
Swimming	103	163
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WrestlingGeorge J. Strnad Gym	103	163
Intramural Peter R. Berrafato Gym	103	163
Assistant Leo L. Gedvilas Gym	103	163
Band	354-A	141
Acting Chairman of the Division Albert S. Rouffa	39	227
Office	39	227
Bookstore	87	248
Manager Harry E. Summers	87	249

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Assistant Business ManagerRobert E. Porter	352	14
Secretary	353	14
Accounting Division Leslie Taylor	353	16
Cashier Mrs. Inez V. Dunn	12-A	213
General Stores Nathan Barach	160	235
Purchasing Thomas Halstengard	353	15
Chemistry Staff Office	49	231
Choir Edwin Fissinger	354-C	200
Civil Engineering Staff Office	72	70
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Assistant Dean	27	218
Assistant to the Dean	27	218
Office Mrs. Lois L. Thompson	27	218
Commerce Staff Office Mrs. Karen Saunders	32	224, 225
Counseling Service, Student	300	115
Dean of Students, Office of	313-G	120
Associate Dean of StudentsWarren O. Brown Office Etta B. Palaith	313-C 313	101, 104 101, 104
Assistant to Dean of Students Merton S. Zahrt	313-A	101, 104
Office, Student EmploymentMrs. Constance Priske	313-A	100, 104
Office, Student Insurance Joan T. Miller	313	103, 104
Dean of Women Agnes G. Tandberg	313-B	102, 122
Office Beverly McCleary	313	102, 122
Foreign Student Affairs, Coordinator Laurette Kirstein	313-H	121
Economics Staff Officee	32	225
Electrical Engineering Staff Office	121	257
Employment:		
Nonacademic	40-A	10
Student	313	100
Engineering, College of:		
Associate DeanFrederick W. Trezise	184-E	75
Office Mrs. Rose N. Turricchi	184-D	75
Assistant Dean	184-C 31	77 237
English Staff Office	15	158
FIRE Guard Office	158	210
Food Service	183-E	278
Foreign Language Staff Office	35	228, 233
Office	35	228, 233
Foreign Student Affairs, Coordinator Laurette Kirstein	313-H	121
Forensics, Director of	31	223
French Staff Office	35	228
General Engineering Department:		
Head of the DepartmentClarence I. Carlson	147	255
Office	147	255
Staff Office	147, 149	256
Geography Staff Office	38	221
Geology Staff Office	49	231
German Staff Office	35	228
Health Service: Director	320	106
OfficeMrs. Eleanore O. Beymer	321	106
History Staff Office	36	221

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Humanities, Division of: Head of the Division Eugene B. Vest Office Mrs. Ruth Harbak Staff Office INFORMATION:	31 31 31	236 236 237
Information Desk. Public Information. Reference Information, Library. Insurance:	1 3 240-C	202 204 64
Staff	313-C 313-A	101 103, 104
Associate Dean	25 25 25 25 25 25	219 219 238 238 238
Library: Acquisitions and Serials Department		
Louis A. Schultheiss Catalog Department Carl J. Frommherz Circulation Department Marie A. Rapp Fine Arts Reading Room Lloyd C. Engelbrecht Librarian Edward Heiliger Office Miss Frances Stiritz Reference Department Giles B. Robertson	240-E 240-G 290-J 246 240-A 240-M 240-C	66 67 59, 65 62 60, 63 60, 63 61, 64
Lost and Found Department	W. Ram	p 210
Acting Head of the Division	81 81 81 72	68 69 69 70
Music (See Band, Orchestra, and Choir) Director of Music	354-C	200
Nonacademic Personnel Office: Associate Director Lee J. Votava Office Mrs. Hilda M. Chiloro Visiting Nurse Miss Rose M. Strucck Orchestra Willis Charkovsky	40-A 40-A 40-A 354-A	12 10 10 141 221
Philosophy Staff Office		
Associate Dean	101-B 101 103	162 160 163
Physical Education for Women: Head of the Department	187-F 187-G 187-D	72 73 73
Superintendent of Buildings and Grounds	158-A 158	277 275

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OfficeMrs. Monnie Ellens	49	232
Staff Office	49	232
Physics, Department of:	100	0.50
Head of the Department Ora L. Railsback	126	252
Office	126	252
Staff Office No. 1	126	252
Staff Office No. 2	115 Banan	254 207
Pier Illini Newspaper	Ramp 3-B	207
POLICE HeadquartersW.		210
Political Science Staff Office	36	221
Post Office	7	209
Psychology Staff Office	36	221
Publications	35	27
Public Information:	00	2.
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Writer-ProducerMrs. Barbara J. Matt	3-C	205
Receiving Office Joaquin Pelayo	161-A	273
Recorder's Office	15	158
Rhetoric Staff Office	31	237
Routing Office	157-A	270
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Head of Engineering Shop Laboratories Roy B. Perkins Staff Office	72	70
Social Sciences, Division of:	12	10
Head of the Division Donald W. Riddle	36	221
Office:	36	221
Spanish Staff Office	35	233
Speech Improvement Laboratory Ruby deGryse	300-H	126
Speech, Department of	31	237
Stenographic Service Mrs. Bernice T. Blackwood	150	11
Student Counseling Service:		
Director	300-P1	107
Assistant Director, Counseling Services Harold Klehr	300-Q	119
Administrative Assistant Jean H. Baer	300-L	108
Supervisor, Test Research and ServicesLucy Zaccaria	300-J	117
Departmental OfficeMrs. Marguerite Johnston	300-O	114
Miss Mary L. Jackson	300-O	114
Reception Services Office Mrs. Jo-Anne C. Perry	300-B	135
Mrs. Allie H. Mayberry	330-A	112
Reading Improvement Laboratory Daniel L. Heftel	330-A 300-L	112 108
Study Skills Laboratory Jean H. Baer Test Service Laboratory Helen S. Kozlowski	300-L	116
	300-C	116
Counseling Services:		
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Louis A. Berman	300-R	118
Irenaes A. Burch	300-F	109

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Counseling Services: Continued		
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Miss Marie E. Ferguson	300-X	138
Paul C. Greene	300-P	107
	300-Q	119
	300-E	111
	300-J	113
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Students. Student Activities Office	313	101, 104
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Calendar, Social, Special Events Information	313	102
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Student Hospital and Medical Service	313	103
Student Loan Office(Men)	313-C	101
(Women)	313-B	102
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Theoretical and Applied Mechanics Staff Office	121	257



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IN CASE OF ...

DISCOVERY OF FIRE

It is the responsibility of any person discovering a fire, no matter how small, to REPORT IT PROMPTLY to the telephone operator and take action to relieve the danger to loss of life.

Call the telephone operator and tell her the location of the fire by room number and/or frame number. In case of fire between the hours of 6:00 p. m and 8 a. m., CALL WHitehall 4-3800.

Example:

Fire at Room 48, Frame 30.

AFTER REPORTING THE FIRE

If there is no life hazard involved, attempt to extinguish the fire by using the auxiliary fire-fighting equipment at hand.

HELP IS UNDER WAY, KEEP CALM, AVOID PANIC.
KNOW THE LOCATION OF ALL EXTINGUISHERS
IN YOUR DEPARTMENT.

FAMILIARIZE YOURSELF WITH ALL EXITS.

KEEP EXITS UNOBSTRUCTED AT ALL TIMES.